

Franklin Township Board of Education
Job Description

TITLE: **ART TEACHER**

QUALIFICATIONS:

1. Valid New Jersey Standard Instructional Certificate and Subject Area Endorsement or eligibility (CEAS or CE)*
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

***As defined in N.J.A.C. 6A:9-9 Instructional certificates**

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

Class management and instruction

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.

6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
10. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Supervises pupils in out-of-classroom activities as assigned.
12. Works with students to leave the art room clean at the end of class time.
13. Plans and supervises ceramics projects for each student annually.
14. Plans and conducts district Art Show and Auction annually.
15. In order to align of job descriptions to the current NJ Achieve standards and the Franklin Township school district's selected evaluation for teaching proficiency, the Charlotte Danielson Framework for teaching evaluation Instrument, the teacher shall:
 - Develop lesson plans that reflect recent developments in content –related pedagogy (1a)
 - Maintain a system of updated student records and incorporate learning needs into lesson plans (1b)
 - Develop lesson plans that reference curricular frameworks, connect outcomes to previous and future learning and differentiate instruction for individual students (1c)
 - Match texts and books to student skill level (1d)
 - Facilitate student contact with resources outside the room, including supporting student teachers as a resource (1d)
 - Provide variety of appropriately challenging resources, permitting student choice (1e)
 - Develop assessments that provide opportunities for student choice, with student participation in the design, and students developing rubrics according to teacher-specified learning objectives, engaging students in active data-collection (1f)
 - Demonstrate knowledge and caring about individual student's lives; teacher respects and encourages student efforts (2a)
 - Encourages students to take initiative in improving work, assist classmates (2b)
 - Encourage students to take initiative in distributing and collecting materials, using time effectively, and insuring that transitions run smoothly (2c)
 - Insures that student behavior is appropriate, silently monitoring behavior, with students respectfully intervening with classmates to ensure standards of conduct (2d)
 - Make modifications to accommodate students with special needs (2e)
 - Utilize technology effectively and extensively as appropriate (2e)
 - Explain content clearly and imaginatively (3a)
 - Uses open-ended questions of rigor, and encourages students to initiate higher-order questions (3b)
 - Develop activities that require high-level student thinking and explanations (3c)
 - Allow opportunity for closure and reflection on the lesson (3c)

- Monitor student understanding and encourage students to monitor their own understanding of content (3d)
- Adjust lessons, when needed to assist individual students (3e)
- Assess effectiveness of lesson, citing specific indicators (4a)
- Maintain student records and encourage students to contribute to and maintain records of completed and outstanding work (4b)
- Assist students in regularly developing materials to inform their families about their program and individual progress (4c)
- Frequently volunteers to assist or leads volunteer efforts in events that positively impact school life (4d)
- Participates regularly in continued professional development, including action research (4e)
- Take a leadership role in team and departmental decision making (4f)
- Plan for any paraprofessional's constructive involvement with a class. The primary benefit must be for children, as opposed to secretarial duties. (Policy 4123)

Meetings and professional development

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Makes effective use of community resources to enhance the instructional program.
4. Upholds and enforces school rules, administrative regulations and board policy.
5. Fulfills the following duties specific to art instruction:
 - a. Instruct pupils in art appreciation and the fundamentals of creating artistic items;
 - b. Prepare participatory lesson plans and establish course goals including art appreciation;
 - c. Select instruments and other materials for courses;
 - d. Demonstrate method and procedure to pupils;
 - e. Observe and evaluate pupils' work to determine student progress or to make suggestions for improvement;
 - f. Accompany pupils on field trips to art exhibits and museums;
 - g. Instruct pupils to take "virtual trips" to art museums, via internet;
 - h. Specialize in teaching one or more types of art;
 - i. Direct planning and supervision of student contests and arranging of art exhibits.
 - j. Works closely with the phys ed instructor for rehearsal and performances of song and dance arrangements that will be presented on stage.
 - k. Assists with videotaping of performances.
 - l. Serves as master-of-ceremonies at art exhibits or discussions to school audiences.
 - m. Makes recommendations for improvements to art programs presentations.
 - n. Makes recommendations for inclusion of art in other curriculum areas.

6. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board, and non-expired collective bargaining agreement.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Date approved:

LEGAL REFERENCES:

<u>N.J.S.A. 7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 28A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.A.C. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and education in education
<u>N.J.A.C. 6A:8</u>	Standards for assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9.1</u>	Authorizations general
<u>N.J.A.C. 6A:9-9.2</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority

N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq
No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 63012 et.seq.